GMETRIX SMS V4 USER GUIDE

ACU & MOS
Action Learning / Practice Tests

Prodigy LEARNING

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Note:

GMetrix SMS v4 has been released primarily to support Office 2013 Action Learning / Practice Tests. While it also supports Office 2010, we are currently recommending that customers use GMetrix SMS v3 for Office 2010 Action Learning / Practice Tests until an update advisory is issued.

Information relating to GMetrix SMS v3 can be found at the "Getting Started: GMetrix" section of the Prodigy Learning Support Portal.

1. Installation & Setup

1.1 System Requirements

In order for GMetrix software to operate correctly, it is essential that the GMetrix System Requirements are met and that delivery PCs are configured correctly.

These requirements may be changed without notice at any time. Prodigy Learning reserves the right not to offer Technical Support for systems not meeting these Requirements.

1.2 Proxy Server Environments

If your organization allows internet access only through a proxy server, GMetrix SMS may be blocked from verifying your login information or synchronizing your test results with the GMetrix Administrator.

If this situation occurs, please consult with your network system administrator and have them configure the proxy server via the Network Setting link on the login screen. Refer to our Support Article for steps.

1.3 Installation Instructions – GMetrix SMS v4 Client

Note:

If working in a classroom/networked environment, this step may have been completed for you by your Administrator. If so, please skip to the next section.

Alternatively you may require Administrative Rights in order to install this program. If so, please contact your System Administrator.

To download the GMetrix Action Learning / Practice Test software to your Desktop:

a. Navigate to http://www.gmetrix.net/manage/Access/download.aspx.

Figure 1: Software Download

b. Click on the "*Download GMetrix SMS*" button.
c. You should receive a prompt to "Run", "Save" or "Cancel" the download. We recommend that you "*Save*" this file before running it.

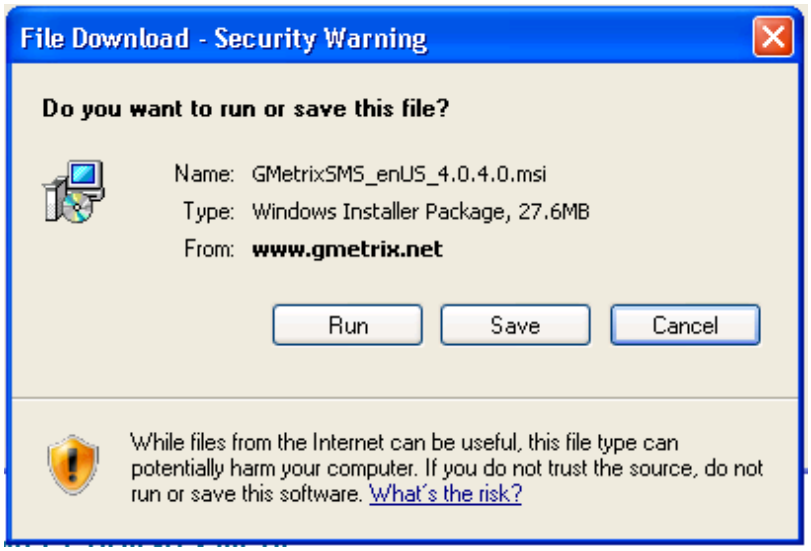
File Download - Security Warning
Do you want to run or save this file?
Name: GMetrixSMS_enUS_4.0.4.0.msi
Type: Windows Installer Package, 27.6MB
From: www.gmetrix.net
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

Figure 2: Save the GMetrix Setup File

This may be different depending on your Internet Browser. For example, in Internet Explorer 10, this prompt may look like this:

Figure 3: Internet Explorer 10 Download Prompt

d. Once the download is complete, double click on the setup file to launch it.

If a dialog box appears with the warning "The publisher could not be verified. Are you sure you want to run this software?" click the "Run" button.

e. Follow the onscreen prompts to complete the installation process. This will include reading and accepting the terms of the license agreement as well as selecting a destination folder for the installation. We recommend that you do not change the destination folder for this step. Continue through the Install Wizard to complete the process.

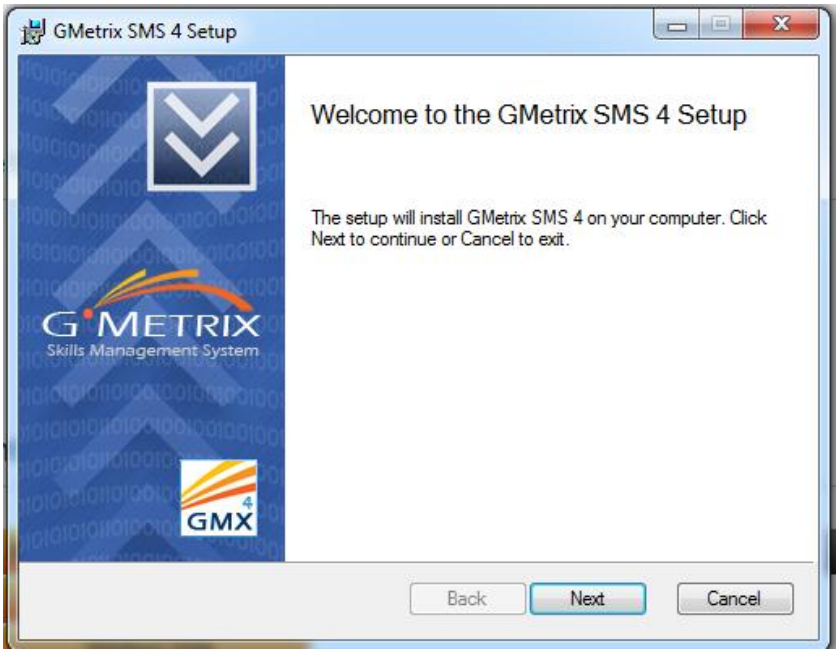
GMetrix SMS 4 Setup
Welcome to the GMetrix SMS 4 Setup
The setup will install GMetrix SMS 4 on your computer. Click Next to continue or Cancel to exit.
G METRIX
Skills Management System
GMX
Back
Next
Cancel

Figure 4: Starting GMetrix Setup

f. Once the installation is complete, click "Finish" and then you will be prompted to "start the application". If you are ready to begin using GMetrix, click "Yes", alternatively click "No" to return to the desktop.

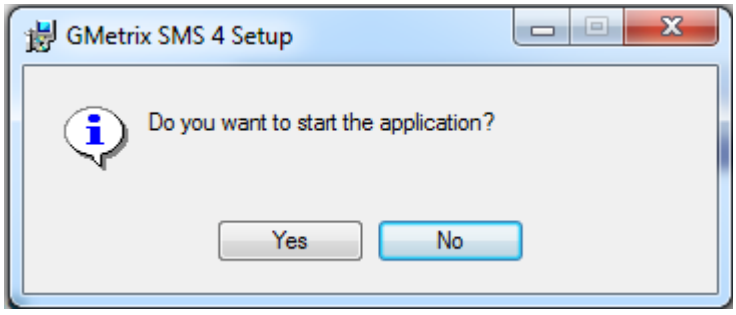

Figure 5: Auto-Prompt - Do you want to start the application?

1.4 Installation Instructions - GMetrix Client Add-Ins

> ***Note:***
>
> ***You must install GMetrix SMS before you install any Client Add-Ins.***

a. To download the GMetrix Client Add-Ins to your Desktop, navigate to http://www.gmetrix.net/manage/Access/download.aspx.

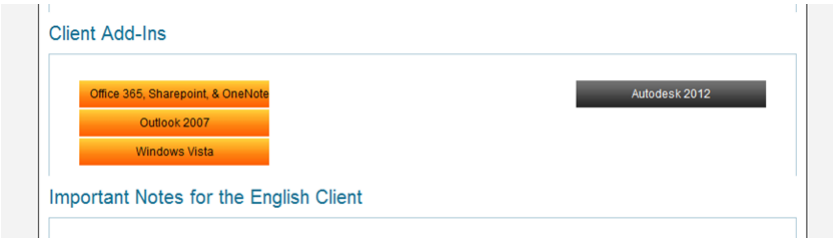

Figure 6: Available Client Add-Ins

b. In the Client Add-Ins section, click on the button that corresponds with the Add-In that you require. For example, to install the AutoCAD 2012 Module, click on the “Autodesk 2012” button
c. Repeat Steps 1.2 (c) to 1.2 (f) above to complete the installation.

1.5 Software Updates

The GMetrix Online Action Learning Software searches for updates from the server whenever it is executed. Two types of updates exist: Important and Optional.

Important updates must be installed before the testing can proceed. Optional updates can be skipped and installed during a subsequent login.

2. Using GMetrix SMS v4

2.1 Starting a Test

a. Double-click the GMetrix SMS 4.0 icon on your desktop.
b. The first screen you see (below) will ask for your user name and password. If you have previously created a GMetrix personal account please skip to section 4.6.

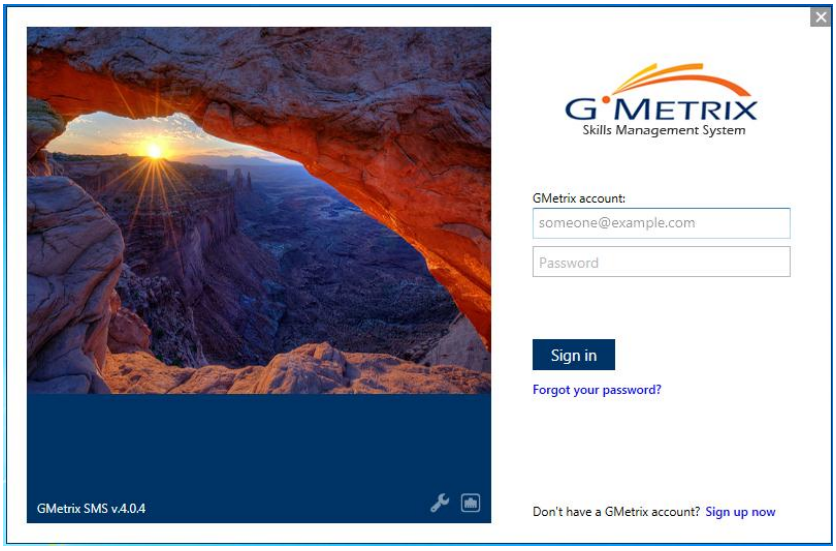

Figure 7: GMetrix SMS 4 Login Screen

c. All GMetrix users must create a personal account. If you have not previously registered, click on the "Sign up now" link as shown above or visit http://gmetrix.net/Public/RegisterStudent.aspx.
d. This will bring you to the "User Registration" page at www.gmetrix.net as shown below. Please complete the registration form to create your personal account. All of the fields are required. The User ID and Password are case sensitive.

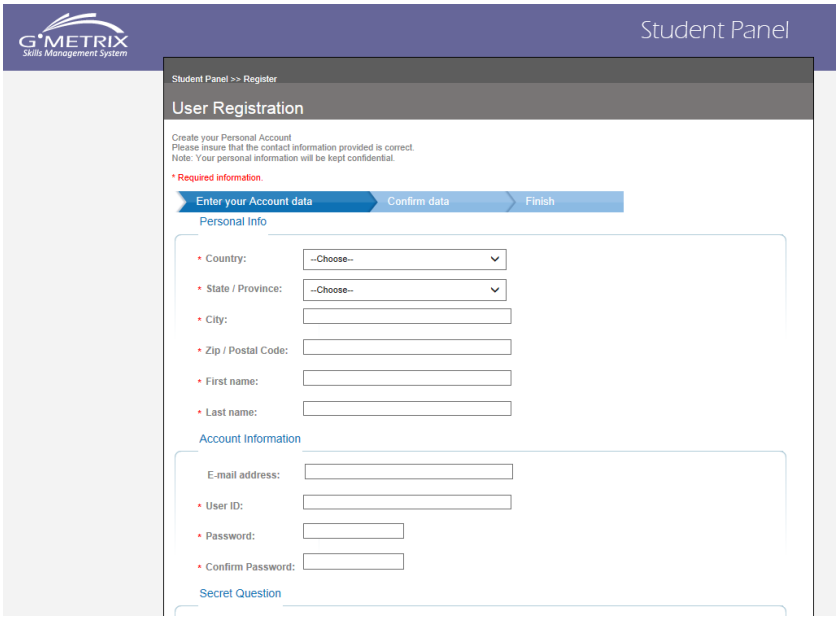

Figure 8: User Registration

e. When you have created your personal account please return to the GMetrix SMS 4 Login Screen.

f. After entering your login credentials, if this is your first login, you will be prompted to "Activate an access code" on the "TAKE A TEST" screen. However, if you have previously saved a Test, you will automatically be shown the "MY TESTS" screen. You may also click the "TRIAL TEST" button to view a demo version of the GMetrix Modules for Word & Excel Core 2010 and Word & Excel Core 2013. (gives users the ability to take a short, 5-question, version of each exam. No Access Code is required for the Trial Test.) If applicable, please contact your instructor to receive an access code.

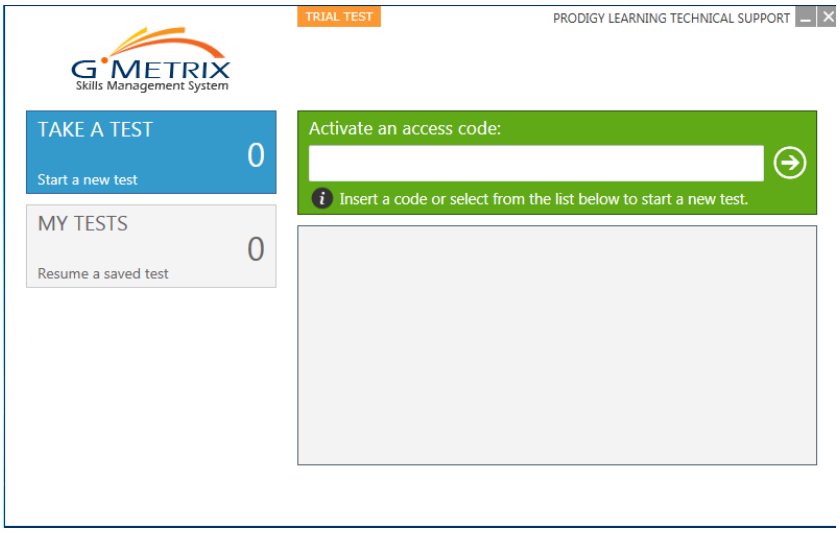

Figure 9: Enter an Access Code

g. Enter the access code to launch a new test or "Resume a saved test" by selecting the Test on the "MY TESTS" screen then click "Go".

After you enter an access code and click the arrow, the code will be validated over the web against a secure GMetrix database. If the code is invalid you will receive an error message. If this happens, contact your instructor (if applicable) for a new access code. If you have previously validated a Code, you will be able to select it from the list below the "Activate an access code" field. Available uses (the number of new modules that you can launch) and the code's expiration date (mm/dd/yyyy format) are also shown here.

Entering an access code to start a new test will present you with a number of options. Select the appropriate test option and you are ready to begin using the GMetrix test.

2.2 GMetrix Modes

GMetrix Online Action Learning Software has two modes – **"Testing Mode"** and **"Training Mode"** for the available applications. In turn, each mode can contain **"Tests"** and/or **"Projects"** as Question Pools.

2.2.1 Testing Mode

"Tests": GMetrix presents individual questions that ask you to carry out specific tasks in the relevant Microsoft Office application. A set number of questions are presented and must be carried out within the allotted time (specified to you at the start of the test).

"Projects"*: Emulating real-world scenarios, Projects challenge users to create a document from the beginning and see it through to completion by following a list of guidelines which

must be carried out within the allotted time (specified to you at the start of the test). Users may refer to a representation (**Note:** this deliberately leaves out key tasks so as to not provide all of the answers) of the finished document for assistance throughout the module.

2.2.2 Training Mode

"Tests": Training Mode allows you to "*learn by doing*". GMetrix presents you with questions individual that ask you to carry out specific tasks in the relevant application. Unlike Testing Mode, you are allowed access to "Help" and you will get instant feedback after every question which will allow you repeat the questions you get incorrect with step by step instructions from GMetrix. This feature helps you learn from your mistakes. Training Mode is not timed and is designed to be used as a learning aid.

"Projects"*: As with the Projects in Testing Mode, users must create a document from the beginning and see it through to completion. These are, however, not timed and the user is not limited in any way. Users may refer to a representation of the finished document for assistance throughout the module but a "Help" function (as you would find in "Training Mode – Tests".) is not yet available.

At the end of the module users will receive a "Score Report", identifying how they have performed against the objectives of the module and any skills gaps that they should work on.

Note:

Both Training and Testing mode modules are referred to as "Tests" or "Projects" throughout this guide and in the application itself.

****Projects only apply to MOS 2013 Practice Tests.***

2.3 Tests (Training or Testing Mode)

When you start a GMetrix test, the corresponding application will launch. If you have not used GMetrix before, please take some time to read the onscreen instructions before starting your Test.

GMetrix Client Add-Ins:

Several Modules require a separate Add-In to be installed (see Figure 6 earlier in this document). Modules that require an Add-In do not work live in the subject application and do not require the subject application to be installed on the machine. i.e. To run an ACU AutoCAD test, you do not need to have AutoCAD installed on the PC, just GMetrix SMS and the Autodesk 2012 Add-In.

Note:

In order to run the Outlook 2013 Module you may need Administrator Rights to the PC.

The first question will appear on the bottom portion of your computer screen as shown in Figure 10.

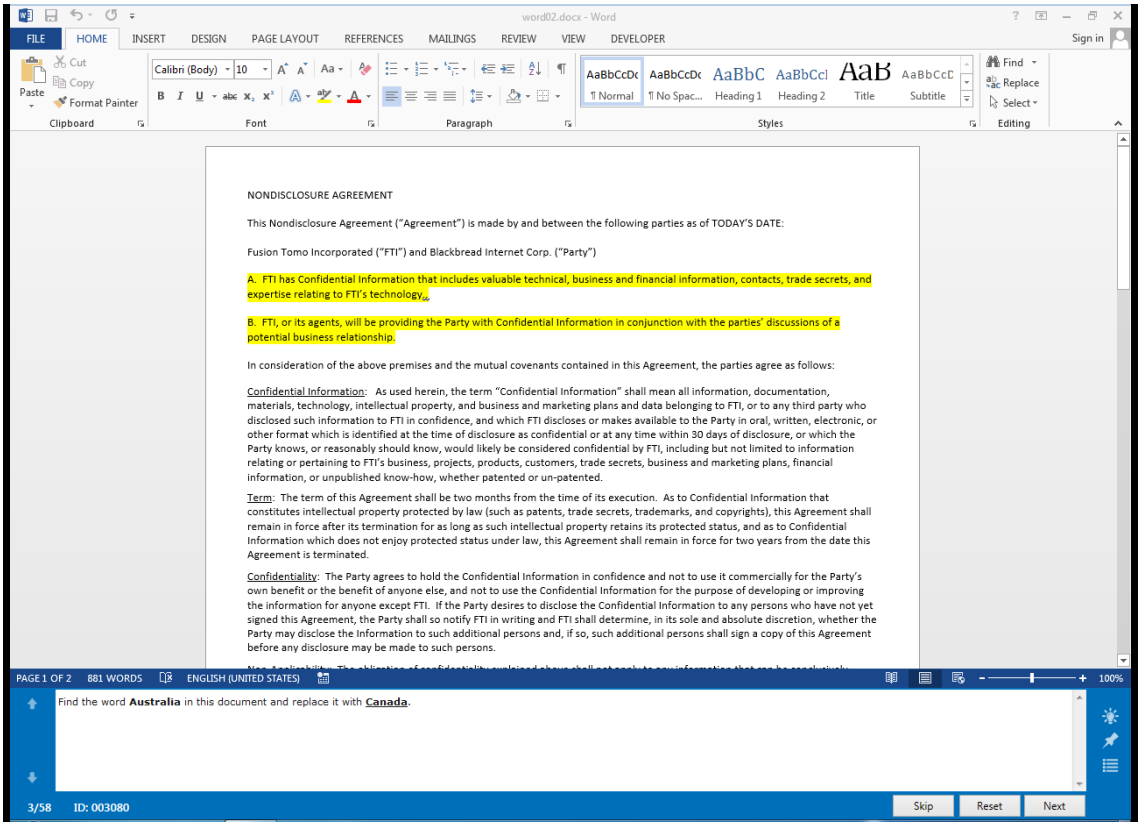
word02.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
DEVELOPER
NONDISCLOSURE AGREEMENT
This Nondisclosure Agreement ("Agreement") is made by and between the following parties as of TODAY'S DATE:
Fusion Tomo Incorporated ("FTI") and Blackbread Internet Corp. ("Party")
A. FTI has Confidential Information that includes valuable technical, business and financial information, contacts, trade secrets, and expertise relating to FTI's technology.
B. FTI, or its agents, will be providing the Party with Confidential Information in conjunction with the parties' discussions of a potential business relationship.
In consideration of the above premises and the mutual covenants contained in this Agreement, the parties agree as follows:
Confidential Information: As used herein, the term "Confidential Information" shall mean all information, documentation, materials, technology, intellectual property, and business and marketing plans and data belonging to FTI, or to any third party who disclosed such information to FTI in confidence, and which FTI discloses or makes available to the Party in oral, written, electronic, or other format which is identified at the time of disclosure as confidential or at any time within 30 days of disclosure, or which the Party knows, or reasonably should know, would likely be considered confidential by FTI, including but not limited to information relating or pertaining to FTI's business, projects, products, customers, trade secrets, business and marketing plans, financial information, or unpublished know-how, whether patented or un-patented.
Term: The term of this Agreement shall be two months from the time of its execution. As to Confidential Information that constitutes intellectual property protected by law (such as patents, trade secrets, trademarks, and copyrights), this Agreement shall remain in force after its termination for as long as such intellectual property retains its protected status, and as to Confidential Information which does not enjoy protected status under law, this Agreement shall remain in force for two years from the date this Agreement is terminated.
Confidentiality: The Party agrees to hold the Confidential Information in confidence and not to use it commercially for the Party's own benefit or the benefit of anyone else, and not to use the Confidential Information for the purpose of developing or improving the information for anyone except FTI. If the Party desires to disclose the Confidential Information to any persons who have not yet signed this Agreement, the Party shall so notify FTI in writing and FTI shall determine, in its sole and absolute discretion, whether the Party may disclose the Information to such additional persons and, if so, such additional persons shall sign a copy of this Agreement before any disclosure may be made to such persons.
PAGE 1 OF 2
881 WORDS
ENGLISH (UNITED STATES)
100%
Find the word Australia in this document and replace it with Canada.
3/58
ID: 003080
Skip
Reset
Next

Figure 10: Test Interface

You will use the buttons shown below in Figure 11 to navigate all of the tests.

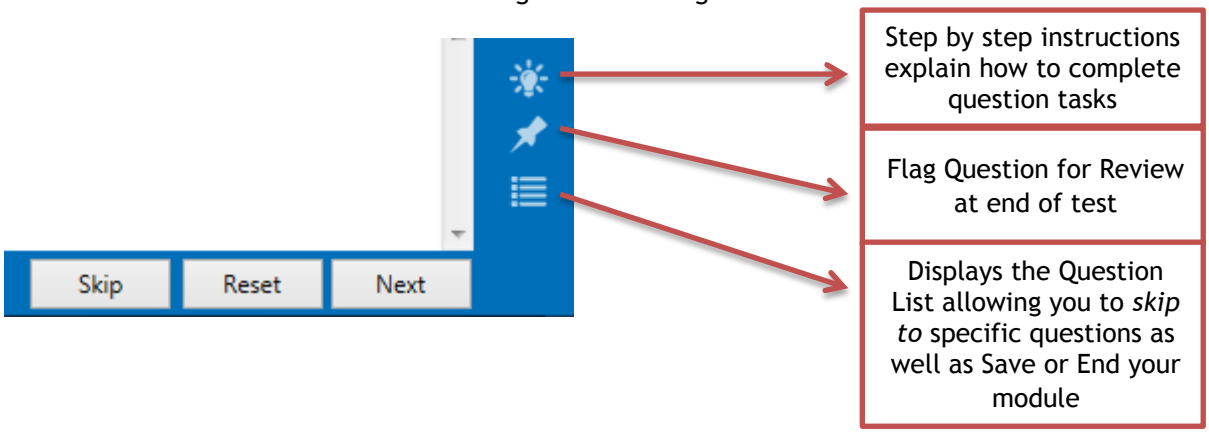
Skip
Reset
Next
Step by step instructions explain how to complete question tasks
Flag Question for Review at end of test
Displays the Question List allowing you to skip to specific questions as well as Save or End your module

Figure 11: Navigating the Test

Important note:

If the question box does not appear on your screen it is being blocked by your Windows Vista/7/8 security settings. In order to fix this problem, you may need to turn your User Account Control to OFF. User Account Control can be found in your Windows Security Centre.

In networked environments, it is possible that communications between GMetrix and the Test Machine are being blocked. In most cases, adding *.gmetrix.net to "Trusted Sites" in Internet Explorer will resolve this.

You can exit a test at any time by clicking on the button. You will then be able to "*Save*" the test for later, "*Go to the end*", or "*Resume*" at this point. If you save the test, you can log in later and resume the test at the point where you saved it. Resuming the test can also be done on a different computer.

Upon completing a test, you may see a "Questions" screen which shows questions that have been answered, not answered and marked for review and you can use this to revisit any question/s that you want to. To do this, select the question/s and click "Go". If you do not want to revisit any questions or Save your test, click "Submit", then "Next" and your basic Score Report will be displayed. For detailed results and to print this report, click "View Details".

You can also view your results online by logging in at www.gmetrix.net with your Username and Password.

2.4 Projects (Training or Testing Mode)

When you start a GMetrix Project, the corresponding application will launch. If you have not used GMetrix before, please take some time to read the onscreen instructions before starting your Project.

Note:

In order to run the Outlook 2013 Module you may need Administrator Rights to the PC.

The Project Interface will appear with the step by step instructions, reference document and resources located at the bottom of the screen as shown below:

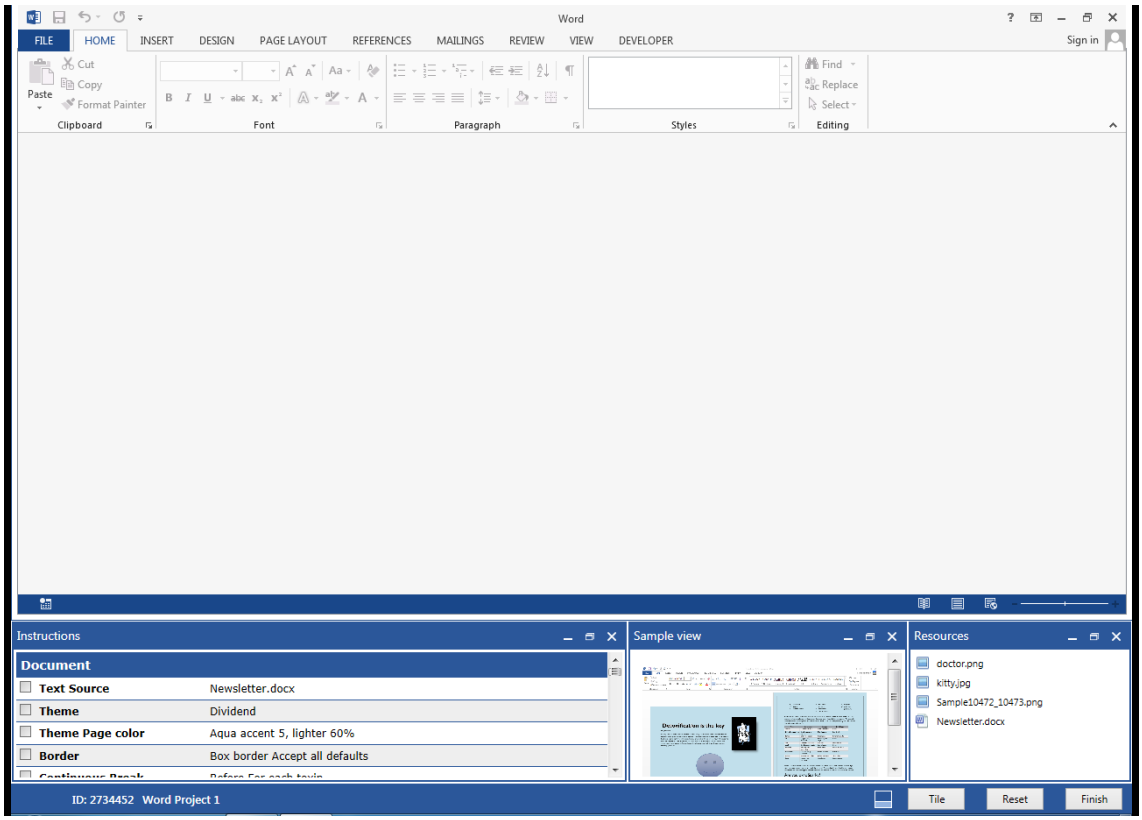

Figure 12: Test Interface

You can exit a test at any time by clicking on the "Finish" button. You will then be able to "*Save*" the Project for later, "Retry", or "Submit" (end) at this point. If you save the test, you can log in later and resume the test at the point where you saved it (Note: this may clear your ticks in the Instructions Panel).

Upon completing the Project, you may see an "Instant Feedback" screen which shows an overview how much of the Project you have completed. If you have time to spare and would like to revisit the tasks that you have not done, click "Retry" If you do not want to revisit these, "Save" your Project or click "Submit", then "Next" to view your Score Report will be displayed. For detailed results and to print this report, click "View Details".

You can also view your results online by logging in at www.gmetrix.net with your Username and Password.

2.5 Custom Training

Upon completing a Testing Mode test, you can review the questions that you got wrong in Training Mode to "learn by doing".

To do this, login to your Student Panel at www.gmetrix.net, click on "Tests>Completed Tests" and you will see a list of the tests that you have completed. Find the one that you want to review and click on the "Detail" button on the right hand side. This will display your "Score Report" along with a "Flag for Review" button on the top right hand side. Click on this and the Flag will turn Green to show that this test has now been flagged (See Figure 13 & 14 for the before and after view).

Figure 13: Flag for Review

Figure 14: Flagged for Review

When you next login to the GMetrix client, you will see a new "Saved Test" prefixed "RQ", relating to the Testing Mode test which you have chosen to review. This test will then start in Training Mode, only showing the questions which you got incorrect in Testing Mode to allow you focus your learning based on identified skills gaps.

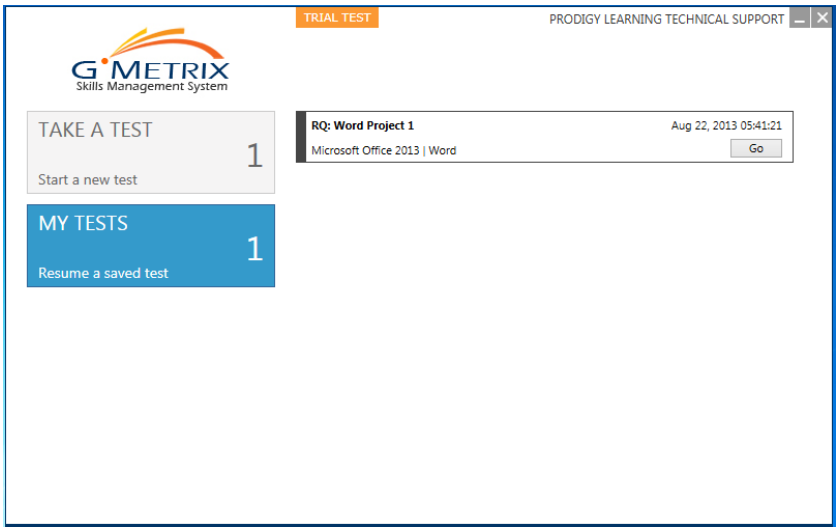

Figure 15: Launch the Flagged Test

3. Help!

If you need help with running GMetrix Online Action Learning Software please contact Prodigy Learning using the below details:

Web: support.prodigylearning.com

Email: support@prodigylearning.com

Telephone: 0845 399 1551 (UK) / 01 293 2924 (Ireland)